
**Alaska Department of Labor and Workforce Development
Division of Business Partnerships**



Denali Training Fund



Grant Application Packet

Submit Applications to:

Division of Business Partnerships
Department of Labor and Workforce Development
State of Alaska
1016 W. 6th Avenue, Suite 205
Anchorage, AK 99501

Inquiries or Questions to:

Gerry McDonagh @ 269-4551
E-mail gerry_mcdonagh@labor.state.ak.us

INTRODUCTION

The Denali Training Fund was established by the Denali Commission to ensure local residents have the skills necessary to become employed on the construction, operation, and maintenance of Denali Commission and other public infrastructure projects in rural Alaska. Two types of grant projects may be funded under the Denali Training Fund.

- ◆ **Denali Commission Project Specific Training** – The Division will give priority to all training projects that provide training for the Denali Commission related infrastructure projects. Projects include Construction, Operation and Maintenance of Denali Commission Projects. (i.e., Health Facilities, Energy Facilities, and other Denali Commission funded infrastructure). Applications for these funds will be accepted during the quarters of June, September, December, and March due by the 15th day of the month.
- ◆ **Other Public Infrastructure Projects** – This includes training for local residents to be employed on other public infrastructure projects through construction, operations and maintenance training. Potential projects under this category would include, but are not limited to: Water and sewer training; utility management training; leadership and capacity building training; airport and road projects, health and community facility projects; or, local resident training for construction, operations and maintenance. Applications for these funds will only be accepted during the quarter ending March 15th.

APPLICATION INFORMATION

- ✓ **Application Deadlines:** Applications are received on a quarterly basis. June, September, and December applications are limited to only training projects related to Denali Commission infrastructure projects. Projects related to Denali Commission infrastructure may also be submitted for the quarter ending March 15th. If the Division determines that sufficient funds remain after the quarter ending March 15th, other projects may be considered at that time and applications that are received during the quarter ending March 15th will be reviewed and evaluated.
 - ✓ **Eligible Entities:** Any non-profit or for-profit organization, business, or government agencies with the capacity to provide or facilitate the training described in this application are eligible entities. Individuals seeking only employment assistance services are not eligible to receive a grant through this application.
 - ✓ **Funding:** There is no minimum or maximum amount specified for applications. However, funding requests must be reasonable, practical, and funds must be available. Requests that exceed \$150,000 in total amount will require approval by the
-

Denali Commission before an award is made. A maximum of **5%** will be allowed for administration or indirect costs to administrator the project.

- ✓ **Review and Award Process:** Applications will be reviewed and evaluated by a review team appointed by the Division. Applications will be evaluated according to the information provided in the application, and the evaluation criteria specified in this grant application packet.
- ✓ **Appeals:** Appeals must be made in writing to the Director of the Division of Business Partnerships within ten days after the receipt of notice of award or denial. The Division will respond within thirty days and the decision will be final.
- ✓ **Due Diligence:** Entities that submit an application that are recommended for funding will undergo a Due Diligence review before receiving a grant. The purpose of the review is to ensure the entity is capable of receiving and administering public funds in a legal, accountable and responsible manner. Procedures include, but are not limited to, verification of the current business license; insurance; standing with the Department of Community and Economic Development, if applicable; lien-status in the state accounting system; and, status with other divisions of the Alaska Department of Labor and Workforce Development, such as worker's compensation or occupational safety and health.

Additionally, the state will verify the applicant's status with the Alaska Commission on Postsecondary Education and a review of its most recent audit, tax returns and/or audited financial statements. Special arrangements may be made for maintaining confidentiality of proprietary information, such as business financial statements.

Failure to pass due diligence will result in the revoking of the award, regardless of the review team's evaluation and ranking.

- ✓ **Agreements:** The Division will negotiate appropriate terms and conditions of the grant agreement with successful applicants as soon as possible after the awards are approved. The Division reserves the right to negotiate specific performance measures with successful applicants.
 - ✓ **Prior Costs:** Costs incurred by the applicant prior to execution of the grant agreement are the sole responsibility of the applicant. These costs may include application preparation and submission. No project activities should begin prior to the full execution of a grant agreement.
 - ✓ **Eligible Participants:** Eligible participants will be eighteen years of age or older and must be residents of a rural Alaskan community or region seeking training that will lead to employment in a Denali Commission infrastructure project or other public infrastructure. For the purposes of the Denali Training Fund, a resident is defined as
-

an individual with a permanent address in a rural/remote Alaska community who intends to maintain residence in the community.

- ✓ **Participant Reporting:** During the grant project, the applicant will submit a list of participants in training, which will include a one-page Management Information System form and a consent form to be signed by each participant. These forms will be provided to the Grantee by the Division at the time the grant is executed. The forms, to be completed before the end of the project, will include the participant's name, social security number, address, training received and employment status.
- ✓ **Resolutions:** Every City/Borough/Non-Profit applicant for Denali Training Fund must submit a resolution, motion, or similar action granting authority to participate in the program. The resolution also establishes signatory authority to an appropriate official to conduct normal and usual business regarding the project. Tribal applicants must submit a resolution which includes a Waiver of Sovereign Immunity from legal prosecution by the State for claims which may arise from the utilization of the grant.
- ✓ **Community Support:** All projects must demonstrate community support and consensus. This may be established by letters of support, assurances from local governments or contractors and/or subcontractors involved in Denali Commission projects.

ADA: Division complies with the Americans with Disabilities Act. Auxiliary aides and services are available upon request to individuals with disabilities.

EVALUATION CRITERIA - Category/Points:

➤ **Project Description, Design and Results - 50 Points**

Prepare a complete, clear and adequate description of the overall proposed training and a description of the activities that will be undertaken and accomplished. Describe the feasibility and durability of the project. Describe the direct relationship to a Denali Commission infrastructure project, or to another state or federal infrastructure construction project. Provide a demonstration of community support and consensus for the project.

Describe the recruitment and screening methodology, delivery plan for proposed services, curriculum, and intended results. Describe the thoroughness and appropriateness of the proposed training and related activities. Provide documentation or evidence that the training will result in jobs, new skill levels, or attainment of special certifications or credentials, resulting in employment, increased earnings, or job retention for rural residents.

-
- ***Recruitment/Selection*** – Give a description of the recruitment and screening plan for rural residents. Describe how the rural residents will receive priority. Demonstrate the appropriateness of training given individual education and employment histories. Describe how the applicant's "training readiness" will be assessed. Describe how the best applicants or those most likely to benefit from the program are selected for training.
 - ***Training Delivery*** – Describe the specific training activities and the timeframe for completion. Provide in detail the number of rural residents that will be trained. Provide descriptions of training methods, including an approximate duration of training; details of the skills, knowledge, certifications to be attained, and curriculum outlines; the national organization affiliated for license or certification. Describe any other services that will be provided to participants.
 - ***Job Creation/Retention*** – Detail the number of jobs that will be created as a result of the training. Describe the specific jobs that will be created and if they are seasonal or year round, fulltime or part time. Detail the expected hourly wage and employee benefits including how wages will increase in the 6 months following the training. Detail the number of achievements of new skills and certifications.

➤ **Budget and Budget Narrative- 25 Points**

Complete the budget line items in the appropriate categories. Other funds or in-kind funds should be included as match and the source of the match should be included in the narrative. Applicants that show a commitment of in-kind or other funding sources will be given a more favorable assessment. Clear, complete, and concise cost information should be provided in the budget narrative with an explanation in detail of how the costs were derived. Describe the reasonableness of the proposed costs relative to the services provided. Detail the cost per participant versus the number of participants.

Organization Qualifications - 25 Points

Describe the specific training experience in construction training for rural residents. Staff must be knowledgeable concerning relevant industry standards, certifications, or areas of specific needs including local needs. Staff must be familiar with specific construction training for local residents to be employed on Denali Commission and other Public Infrastructure projects. Staff must be able to provide satisfactory financial management and administrative capacity. Describe the organization's success with prior training projects. Detail the performance measures addressed.

-
- Performance Measures should primarily have quantifiable outcomes. Possible measures include: Number of participants receiving training; number of participants employed as a result of the training; average wage of participants one year after the training; percentage of participants employed 6 to 12 months after training that are in work related to the training; percentage of participants satisfied with the training they received; or, percentage of employers satisfied with the quality of work of former trainees. Describe how details of the performance measures will be obtained, who will obtain them, and when they will be obtained.

APPLICATION PACKET

The attached application packet should contain the necessary information following the above instructions by category. Additional information such as curriculum, resumes, published tuition and rate fees, standard training plan, budget bids/quotes from contractors/consultants, documentations of other funding match and leverage, etc. should be in the form of attachments in an organized manner.

The Cover Page should “at a glance” provide an overview of the entire training program. The Certification must be signed by someone in the organization authorized to enter into a legal agreement with the State of Alaska. This form must be used as the cover page for your application.

Organization _____

Mailing Address _____

Contract Person/Title _____

Telephone/Fax Numbers _____

E-mail Address _____

Business License/IRS I.D. # _____

✓ **Type of Business/Organization**

_____ Private For-profit

_____ Private Non-profit

_____ Private Education

_____ Organized Labor

_____ Public Education

_____ Government

_____ Other: (please specify)

✓ **Type of Training** _____ Denali Project Specific Training

_____ Other Public Infrastructure

Application Summary

Describe the Training _____

Number of Local Residents to be Trained _____

Total Cost Per Person _____

Occupation/Trades Involved _____

Amount of Funds Requested _____

Matching or In-kind Contributions _____

Total Cost of Project _____

Certification

I have received and understood the terms, conditions, and procedures of the Denali Training Fund and agree to meet any Federal and State requirements if selected for funding. I certify that all information contained in this application is true and accurate and understand that falsification of information may be cause for application non-review or award revocation.

Authorized Signature

Date

Printed Name and Official Title

PROJECT DESCRIPTION, DESIGN AND RESULTS

PROJECT BUDGET AND NARRATIVE

Line Item Budget

Cost Category	Grant Request	Other Funds	Project Total
Personal Services			
Travel			
Contractual			
Supplies			
Equipment			
Administration			
Other			
TOTALS			

Budget Narrative

ORGANIZATION QUALIFICATIONS
